



WATERFORD

School District

NOTICE OF VACANCY

Internal/External

Position: CTE Technician – 0.5 FTE (Part-Time)
(10 month position)

Location: Mott High School

Minimum Qualifications:

- High School Diploma
- Computer, communication and organization skills
- Experience/education/training in the retail and/or customer service industry preferred
- Experience and use of payment processing and store operations
- Ability to work one on one and in group situations with students

Essential Functions:

- Assists in the academic mission of the school
- Assists classroom teacher in preparing school store prior to operation
- Provides supervision of students within the school store and/or classroom
- Assists with the operation of the school store and student activities
- Assists substitute teacher materials preparation and support if needed
- Assists classroom teacher with organizing and monitoring the completion of student paperwork for work-based activities

Reports To: Building Principal

Workday/Week: Monday, Tuesday, Wednesday & Friday – 3.25 hours per day; Thursday's – 3 hours per day

Starting Date: ASAP

Compensation: \$12.55 per hour

Kurzman Administration Services/Crary Campus

501 N. Cass Lake Road, Waterford, MI 48328

 (248) 682-7800  www.wsdmi.org



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Posting Date: August 20, 2025

Posting Deadline: Until filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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